



County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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January 3, 2013

**ADDENDUM NUMBER ONE
TO THE CASE RECORD STORAGE AND RETRIEVAL SERVICES
RFP CMD #12-06**

This is Addendum Number One to the Case Record Storage and Retrieval Services Request for Proposals (RFP) CMD #12-06. **The information hereunder supersedes any other information previously provided and shall cause the following revisions:**

1. RFP Section 1.7 Contract Term

The Contract term shall be for a period of three (3) years with County's option to extend for two (2) additional one (1) year extensions. The Contract is expected to commence on July 1, 2013, the start date is subject to change at the convenience of the County, following approval by the Los Angeles County Board of Supervisors (Board) and upon execution by the parties. A transition period of 30 days will commence upon execution of the Contract, to allow the transfer of cases to the new Contractor and to provide training to the Contractor's staff. Direct case record storage and retrieval services shall commence effective 30 days after execution of the Contract. Appendix A, Sample Contract, Section 4.0, provides additional information regarding the proposed term of the contract.

2. RFP Section 1.8 Contractor's Monthly Flat Fee

The Contractor's monthly flat fee shall remain firm and fixed for each service area for the **three (3) year term of the Contract and for the two (2) optional one (1) year renewal periods** for performing the services, as set forth in Appendix D, RFP Required Forms, Form D-11 "Pricing Sheet".

3. RFP Section 3.9 Mandatory Proposers Conference

A **Mandatory Proposers Conference** will be held to discuss the RFP. County staff will respond to questions from potential Proposers. The conference is scheduled as follows:

Proposers' Conference will be held on:

Date: January 07, 2013
Time: 1:30 p.m.
Address: DPSS Administrative Headquarters
12900 Crossroads Parkway, East Annex
Conference Room 153
City of Industry, CA 91746

4. Appendix A, Sample Contract Subsection 4.1 – Term of Contract

The **Contract term shall be for a period of three (3) years with County's option to extend for two (2) additional one (1) year extensions** commencing after execution by County's Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

5. Appendix A, Sample Contract Subsection 5.1 - Basic Compensation

Firm Fixed Rates per Unit of Service

The **Contractor's rates shall remain firm and fixed during the term of the Contract and during any of the two (2) subsequent additional one (1) year extensions**, as set forth in Attachment C. The bid is based upon a firm fixed unit cost per service category that is modified only by the deduction outlined in Attachment B, SOW Technical Exhibits, B-1, Performance Requirements Summary (PRS) Chart. There will be no cost-of-living adjustments during the term of the contract. The County has the right to re-negotiate contract rates downward consistent with County budget reductions, should they occur.

During the term of the contract and during any of the two (2) subsequent additional one (1) year extensions, County shall compensate Contractor monthly, in arrears, for the actual volume of units of service provided at the firm fixed rates per unit of service as indicated in Attachment C, Pricing Sheet.

This Addendum Number One is posted on the following websites:

<http://dpss.lacounty.gov/dpss/contracts/default.cfm>

http://doingbusiness.lacounty.gov/main_db.htm